



DEPARTMENT OF THE ARMY
BRAVO COMPANY, 71ST TRANSPORTATION BATTALION
ARMY LOGISTICS UNIVERSITY
2401 QUARTERS ROAD
FORT LEE, VIRGINIA 23801-1705

ATSZ-BNB

03 September 2013

MEMORANDUM FOR INCOMING STUDENT OFFICERS

SUBJECT: Quartermaster Basic Officer Leader Course Welcome Letter & In-processing Instructions

1. Welcome to Bravo Company, 71st Transportation Battalion and Fort Lee - Home of the Quartermaster Corps! Your time here at Fort Lee will be a challenging and rewarding experience; but, it all depends on your motivation and dedication you invest in your future as a Quartermaster Officer and leader.
2. Upon arrival, you will report to the Army Logistics University to sign at the staff duty desk located in building 12420. After you sign in, you will report to the Fort Lee Lodging Office (Bldg 12015 right across the street from ALU) to request government quarters. If you arrive to Ft. Lee more than 24hrs before the start of your class, identify yourself as a BOLC Snowbird to the lodging office. **Do not make arrangements on your own.** Work through the military lodging office, their number is 804-733-4100. It is strongly discouraged for you NOT to bring your family here while you are training. If you do bring your family, you will have to pay out of pocket to cover them while you are at Fort Lee Lodging. Read your orders that bring you to Fort Lee!
3. On day 1, you will report to the Multi-Purpose Room in the ALU building in your physical training uniform (unless otherwise directed); from 01May – 30 September (shorts & short sleeve shirt); from 01 October – 31 April (jacket, pants, shorts and long-sleeve shirt). The enclosure contains a list of documents you should bring with you for in-processing.
4. While attending the Quartermaster Officer Basic Course you will take this training very seriously. There is a large amount of information you will be responsible to know. The Basic Officer Leadership Department (BOLD) is structured to assist you in learning the basic concepts that you will need to be a successful Quartermaster Officer and Leader. They have the knowledge and a vast amount of experience, to including multiple deployments to Iraq, Afghanistan, and other significant deployments around the world. They are here to ensure that you receive the most up to date training and that you will be set up for success for your follow on duty assignment. This is also an excellent opportunity to network with your classmates that could serve you well throughout your army career. I encourage you to foster those friendships and connections both in and out of the classroom. Take advantage of their experience and wealth of information—ask questions!
5. Be advised that there is zero tolerance for the following transgressions; and these are certain to adversely impact, if not terminate, your career as an Army officer:
 - a. Failure to adhere to the Student Honor Code.
 - b. Driving under the influence.
 - c. Testing positive on the urinalysis test.

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- d. Fraternization with Initial Entry Training (IET) Soldiers and other enlisted personnel.
- e. Sexual Harassment/Sexual Assault.

6. Your TAC (Teacher, Advisor, and Counselor) will be sending you information prior to your arrival at Ft. Lee. If you have any questions, concerns, or issues, be sure to address them as soon as possible with your TAC Officer. If your TAC is unable to assist you directly, contact the Bravo Company chain of command. The Bravo Company Administrative Specialist can be reached at (804)765-8107; the Bravo Company First Sergeant can be reached at (804)765-8127; the Company Commander can be reached at (804)765-8128.

7. In-processing will be extremely busy. You will receive a tremendous amount of information in a short period of time. Officers are expected to arrive able to meet the height and weight standards in accordance with AR 600-9 and the physical fitness standards of AR 350-1. **You will be administered a height and weight and an Army Physical Fitness Test (APFT) within the first week of your arrival to the course. (See company command policy) BE IN SHAPE WHEN YOU ARRIVE!**

8. Enjoy your time here. Study and complete your academic assignments, but take the time to experience the greater Richmond and historical local areas. Virginia Beach, America's Historic Triangle of Yorktown, Jamestown, and Williamsburg, and the nation's capitol, Washington, D.C. are all within a 2-3 hour drive of Fort Lee, all with plenty of activities and events available for Soldiers and families. For more information about Ft. Lee go to <http://www.leemwr.com/>.

9. POC for this memorandum is the undersigned at 804-765-8128.

//Original Signed//
JONATHAN J. KALCZYNSKI.
CPT, LG
Commanding

Document Requirement List

10 Copies of orders and any amendments
5 Copies of DD Form 1610/Form 400 (if applicable)
5 Copies of DD Form 93
5 Copies of SGVL
2 Copies of marriage license (if applicable)
2 Copies of children's birth certificates (if applicable)
2 Copies of mortgage/lease agreement
DA Form 31- Leave Form
Medical shot records (to include H1N1/Flu Vaccine) ATSZ-BNB SUBJECT: Quartermaster Basic
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Current driver's license
Vehicle registration
Proof of Insurance
Motorcycle registration/Motorcycle safety certificate
Privately own Weapons registration